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ARCHIVES AND RECORDS CENTER

18 June 1971

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MEMORANDUM FOR: [REDACTED] Engineer

SUBJECT : Moveable Shelving Project

1. The following paragraph is extracted from my monthly activity report to the Chief, Records Administration Branch at Headquarters:

The second increment of space was turned over to the contractor on 6 May. (Area E to F on plan) Concrete was poured in the first increment on 10, 11 and 12 May. (Area F to H on plan) Electricians removed the existing light fixtures and replaced them with the new type in the first increment except for problem areas. Tile was laid in parts of the first increment on 25 May. On 24 and 25 May representatives from the [REDACTED] Alarm Co. relocated the control boxes, which were going to interfere with the Moveable Shelving. Also during May, the first carriages were put on the rails, and Records Center shelves were put on the carriages. It would seem from the above that there was tremendous progress during May; however, there were problems at every turn. The concrete is uneven and rough, the tile did not stick, the edges of the concrete break, the concrete did not bond to the original floor, air ducts were in the way of the new light fixtures and vinyl edging strip did not work. In addition to the physical problems, there has been a problem with the contractor bringing uncleared employees to work on the project. The contractor is required by the specifications to submit a form supplied by the government on each of his employees to the [REDACTED] who in turn submits the forms to [REDACTED] Security to have a Security check done. We worked out a system with the [REDACTED] Security Officer whereby he would furnish us a list of the cleared contractor personnel, and we would only admit those cleared; however, the contractor on several occasions brought uncleared personnel to the job. We referred the matter to the [REDACTED] Security Officer who each time admitted the employee.

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2. I am also attaching a copy of our Project Officer's report for the month of May for your information. Please note in particular Mr. [REDACTED]'s comments in paragraph 9 relative to our dissatisfaction as to the condition of the floor and the spaces by the rails.

3. I decided to send you this formal memo, at this time, to alert you to the fact that unless considerable improvement is made on the floor, rails, and slots by the rails, I do not intend to accept and start loading boxes onto the shelving in the first two days.

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[REDACTED]

Chief ✓

ATTACHMENT:
Project Officer's Rpt.

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